



# Department of Development Services

## Building Division

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Highlighted excerpts are from the Building Administrative Code of Clark County.

**SUBJECT: TG-17R-2009 MINIMUM QUALIFICATIONS FOR DESIGNATED RESIDENTIAL INSPECTORS**

**1.0 PURPOSE: 22.02.507 Approved Designated Residential Inspector**


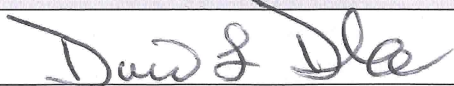
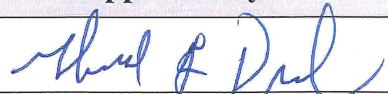
To qualify as an approved designated residential inspector, an individual must demonstrate competence as a residential inspector to the satisfaction of the Building Official, achieve and maintain national certifications(s) and meet the requirements of the technical guidelines and Nevada State regulations, and shall satisfactorily complete a course approved by the Building Division of the Department of Development Services regarding the relevant locally adopted code amendments. The Building Official shall maintain a list of approved designated residential inspectors. Only approved designated residential inspectors may perform inspections of single-family residences under a Single Family Residence Inspection Agreement within this jurisdiction.

**NRS 278.575 Program to allow independent contractors to review plans and inspect buildings**

The governing body of a city or county which, pursuant to [NRS 278.570](#), appoints a building official may establish a program to allow independent contractors who comply with the requirements for certification and continuing education established pursuant to [NRS 278.577](#) to review plans for and inspect buildings on behalf of the building official.

**2.0 SCOPE:** This guideline sets forth minimum approval criteria for residential inspectors. Disciplines include: building, plumbing, mechanical, electrical and structural framing.

Approved Date: April 1, 2009  
Effective Date: April 15, 2009

Revised By:	Concurred By:	Approved By:
		
Brenden M. Scherr, P.E. Senior Engineer	David L. Durkee, P.E. Principal Engineer	Theodore L. Droessler, P.E. Manager Engineering

### 3.0 ABBREVIATIONS & ACRONYMS:

<b>BAC:</b>	Building Administrative Code of Clark County
<b>CCDDS-BD</b>	Clark County Department of Development Services – Building Division
<b>IBC:</b>	International Building Code
<b>ICBO:</b>	International Conference of Building Officials
<b>ICC:</b>	International Code Council
<b>QAA:</b>	Quality Assurance Agency
<b>TG:</b>	Technical Guideline

### 4.0 DEFINITIONS: For the purpose of this technical guideline, certain terms, phrases, words and their derivatives shall be construed as specified in this section, the Technical Codes, or the Building Administrative Code of Clark County.

**APPROVED DESIGNATED RESIDENTIAL INSPECTOR** is a designated residential inspector who has been approved and listed by the Building Official pursuant to this Chapter.

**DESIGNATED RESIDENTIAL INSPECTOR** is an individual who has specialized knowledge, training, experience and certification(s) for one or more of the construction systems subject to residential inspection.

**QUALITY ASSURANCE AGENCY (QAA)** means an organization that is in the business of providing inspection, testing and reporting services for the types of construction that are designated in the technical codes.

**RESIDENTIAL INSPECTOR** is a person who performs detailed construction inspection of building, plumbing, mechanical, electrical and framing systems normally specified in residential group R3 occupancies.

**TECHNICAL CODES** are those codes adopted in Titles 22, 24, and 25 of the Clark County Code.

### 5.0 REFERENCES:

International Building Code – current adopted edition as amended  
International Residential Code – current adopted edition as amended  
Title 22, Chapter 22.02: Building Administrative Code of Clark County – Current Edition

### 6.0 RESPONSIBILITIES:

6.1 CCDDS-BD will review approval requests in accordance with this document. Persons who meet the minimum criteria as outlined in Section 7.0 will be approved unless justification

exists not to approve the request. Justification for disapproval includes, but is not limited to, the following criteria: (1) in excess of two non-compliances or notices of violation issued to the individual in the last twelve months; (2) pending investigation or results of a mandatory meeting.

## 6.2 Designated Residential Inspectors

### **BAC 22.02. 530 Quality Assurance Agency.**

**Approval by the Building Official.** To perform residential or special inspections as set forth in the technical codes, a Quality Assurance Agency must be approved by the Building Official, who shall maintain a list of approved Quality Assurance Agencies.

The Building Official shall establish rules and regulations for approval and listing as well as for the conduct of any approved agency. Rules and regulations for the approval and listing requirements shall be contained in technical guidelines.

**Employment of Inspectors.** The approved Quality Assurance Agency is responsible to employ only approved designated residential inspectors for residential inspection work and special inspectors for work requiring special inspection pursuant to the technical codes.

**Quality Management.** The Quality Assurance Agency shall employ at all times a quality control manager to carry out supervision and technical responsibilities. The quality control manager shall possess appropriate education, certifications and experience.

**Engineering Management:** The Prime Agency shall employ a Nevada licensed Professional Engineer or Registered Architect as an engineering manager, who shall be in responsible charge and accountable to the Building Official for technical processes used to verify compliance with approved construction documents and the technical codes. Failure to do so shall result in the immediate forfeiture of its approval status.

**7.0 REVIEW PROCEDURE:** Approval requests shall be in writing. The request shall be submitted by the QAA. The request shall be made on the letterhead of the QAA and be accompanied by a resume, which shall be signed by the proposed inspector, documenting the required experiences; and copies of current, relevant certifications. Approval as a designated residential inspector requires sufficient experience in each of the categories requested. The following minimum criteria will be used to evaluate approval requests. For more information, you may refer to Appendix A.

**7.1 RECOGNIZED CERTIFICATIONS CATEGORIES:** The following certifications are recognized for designated residential inspector personnel approval requests:

Residential Inspection Certifications	TG-17R Designation
B1 Residential Building Inspector	RB
E1 Residential Electrical Inspector	RE
M1 Residential Mechanical Inspector	RM
P1 Residential Plumbing Inspector	RP
Residential Combination Inspector	RCI
Commercial Inspection Certifications	TG-17R Designation

B2 Commercial Building Inspector	CB
E2 Commercial Electrical Inspector	CE
M2 Commercial Mechanical Inspector	CM
P2 Commercial Plumbing Inspector	CP
Commercial Combination Inspector	CCI

- 7.2 **RECOGNIZED EDUCATION:** The following degrees are deemed certifications as provided in this TG:
- **Engineering Degree:** An engineering degree that results in issuance of a diploma of at least the Bachelor of Science designation.
  - **Architectural Degree:** An architectural degree that results in issuance of a diploma of at least the Bachelor of Science or Bachelor of Art designation.
- 7.3 **PROFESSIONAL LICENSURE:** A professional engineering license issued by any of the State Licensing Boards is recognized as provided in this TG. Engineering licenses recognized are: Civil (CE), Structural (SE), Mechanical (ME), Electrical Engineering (EE), appropriate to the service provided. A registered architect license issued by any of the State Licensing Boards is recognized as provided in this TG.
- 7.4 **DESIGN ENGINEER OF RECORD:** The Design Engineer of Record may fulfill the Designated Residential Inspector role on projects that he/she designed when approved by the Building Official. Approval requests shall comply with this guideline.
- 7.5 **BASIC QUALIFICATIONS:** (Based on Clark County Building Inspector II qualification criteria)
- ✓ Equivalent to two (2) years of college course work in construction inspection or technology, pre-engineering or a field related to the work
  - ✓ Or completion of a recognized apprenticeship in a recognized trade
  - ✓ And
    - Two years of full-time journey-level experience in a specified trade area
    - Must possess a valid ICC or other nationally recognized certification as specified in section 7.1
  - ✓ Additional experience as outlined above may be substituted for the education on a year for year basis.
  - ✓ In addition to the above: One (1) year of full-time experience in the inspection and enforcement of building codes
- 7.6 **ENGINEERING AND ARCHITECTURE:** Experience shall be in design and or inspection of single family residential buildings.
- 7.7 **CONTINUING EDUCATION:** Continuing education shall be as required by NRS 278.577, Subsection Three.

- 7.8 MINIMUM APPROVAL CRITERIA: Note: A comma in the required certification (s) column is intended to separate certification options.

Plumbing - P

Personnel Type	Required Certification(s)	Minimum Required Experience
Inspector	RP, RCI, CP, CCI	3 Years

Mechanical - M

Personnel Type	Required Certification(s)	Minimum Required Experience
Inspector	RM, RCI, CM, CCI	3 Years

Electrical - E

Personnel Type	Required Certification(s)	Minimum Required Experience
Inspector	RE, RCI, CE, CCI	3 Years

Building - B

Personnel Type	Required Certification(s)	Minimum Required Experience
Inspector	RB, RCI	3 Years

Structural Framing - SF

Personnel Type	Required Certification(s)	Minimum Required Experience
Inspector	RB, RCI	3 Years
Graduate Engineer or Architect	none	3 Year + Interview
Professional Engineer	CE, SE, Architect	1 Year

- 7.9 Quality Control Manager: BAC 22.02.530 (C)

Personnel Type	Required Certification(s)	Minimum Required Experience
Inspector	RCI, CCI	3 Years
Graduate Engineer or Architect	RCI, CCI	3 Years
Professional Engineer or Architect	CE, SE, Architect	3 Years

7.10 Engineering Manager: BAC 22.02.530 (D)

The designated engineering manager shall be a Nevada licensed Professional Engineer or Registered Architect with experience in building construction, design or material testing. The experience shall be at a level not less than that required of the recognized quality control manager. Evaluation of experience shall be in accordance with Section 7.5.

7.11 **GROUND FOR DISAPPROVAL:** An inspector may be disapproved to perform inspection activities due to a lack of experience, national certification, or based on enforcement actions against the inspector. Enforcement actions are defined as correction notices or notices of violation issued, documenting that the individual failed to perform the duties designated for inspectors. The engineering or quality manager of a quality assurance agency may contest the disapproval by requesting a meeting to reevaluate the request.

**8.0 RECORDS:**

- Certification records, work history, in-house training, and internal audits of inspection shall be maintained by the agency.

**9.0 ATTACHMENTS:**

**Appendix A (Non-Mandatory Information):** Inspector Submittal Information and sample resume

**10.0 REVISION HISTORY:**

Title	Revision/Approved Date	Effective Date
TG -17R 2009	April 1, 2009	April 15, 2009
TG-17R-2005	October 21, 2005	November 1, 2005

## APPENDIX A

(TG-17R-2009)

### Inspector Submittal Information

PERSONNEL APPROVAL PROCESS 2

AGENCY REQUEST LETTER 3

SAMPLE RESUME 4

### APPENDIX A REVISION HISTORY

Title	Revision/Approved Date	Effective Date
TG-17R-2009 Appendix A	April 1, 2009	April 15, 2009
TG-17R-2005 Appendix A	October 21, 2005	November 1, 2005

## Designated Residential Inspector Personnel Approval Process

◆ Personnel Approval Request Checklist

Y/N	Enclosed Documentation
	<b>Request letter signed by the designated Quality Manager (refer to sample letter)</b>
	<b>Current Resume that includes specific information relevant to the categories requested (refer to sample resume in this Appendix)</b>
	<b>Copy of current and recognized certifications, licensures, and degrees</b>
	<b>Listing Fee for EACH request for approval of a new person</b>
	<b>Listing Fee for EACH request to revise approval of a listed person</b>

### A. REVIEW PROCESS

2. CCDDS-BD will review approval request for compliance to TG-17R criteria.
3. If approval is granted, the designated residential inspector database is updated with granted approvals. CCDDS-BD publishes approved listing of Quality Assurance Agencies and designated residential inspector Personnel on Clark County web site. This listing is periodically updated.
4. If approval is not granted, deficiencies will be identified and published on Clark County website. Processing of deficient requests requires re-submittal of request and supporting documents.

For a listing of approval categories and subcategories, approved listings, or deficient approval requests, please visit [http://dsnet.co.clark.nv.us/dsweb/bldg\\_qaa.html](http://dsnet.co.clark.nv.us/dsweb/bldg_qaa.html).

Questions related to any of the published listings may be directed to Ted Droessler at (702) 455-8093 or Jonathan Bahr at (702) 455-8094.



**AGENCY REQUEST LETTER**  
(ON AGENCY LETTERHEAD)

DATE

Department of Development Services  
Building Division  
4701 West Russell Rd.  
Las Vegas, NV 89118  
Attention: QAA Program Manager

**REQUEST FOR DESIGNATED RESIDENTIAL INSPECTOR APPROVAL**

The following revisions to our approval status are requested:

NAME	REQUEST	REQUIRED DOCUMENTS
Inspector 1, Name	ADD NEW INSPECTOR FOR Categories: E, M, B, P, SF	Resume, ICC RCI expires 05/2012
Inspector 2, Name	DELETE Tech from Agency List	
Inspector 3, Name	REVISE Existing Approval to add Category SF	Resume, ICC RB expires 05/2012

Please call (702) XXX-XXXX if you have any questions.

Requesting QM  
Quality Manager

Enclosure:      Fee  
                     Resume  
                     Copies of current certifications cards with expiration dates  
                     Copy of degree  
                     Copies of licensures

SAMPLE RÉSUMÉ

**INSPECTOR'S NAME**

**Date**

**WORK HISTORY**

POSITION, NAME OF COMPANY                      DATES EMPLOYED: MONTH/YEAR-MONTH/YEAR  
DESCRIBE EXPERIENCE PERTINENT TO REQUESTED INSPECTION CATEGORIES. *(Include specific projects detailing Inspection, laboratory, fabrication, erection, construction, and design experience. Include in-house training relevant to the inspection categories requested)*

POSITION, NAME OF COMPANY                      DATES EMPLOYED: MONTH/YEAR-MONTH/YEAR  
*Describe your previous job in the same manner as above.*

POSITION, NAME OF COMPANY                      DATES EMPLOYED: MONTH/YEAR-MONTH/YEAR  
*Describe your previous job in the same manner as above.*

POSITION, NAME OF COMPANY                      DATES EMPLOYED: MONTH/YEAR-MONTH/YEAR  
*Describe your previous job in the same manner as above.*

POSITION, NAME OF COMPANY                      DATES EMPLOYED: MONTH/YEAR-MONTH/YEAR  
*Describe your previous job in the same manner as above.*

POSITION, NAME OF COMPANY                      DATES EMPLOYED: MONTH/YEAR-MONTH/YEAR  
*Describe your previous job in the same manner as above.*

**EDUCATION** (include education pertinent to requested inspection categories)

- *Specialized Schooling (i.e. Vocational, Technical, Trade, or Apprenticeship) include certificate obtained, school name, year obtained*
- *Degree obtained (include major/minor), school name, year obtained*

**LICENSES & CERTIFICATIONS** (include licenses & certifications pertinent to requested inspection categories)

- *List current licenses or certificates you hold that are pertinent to inspection categories requested, include date when certificate (s) was initially obtained.*
- *Attach a copy of any current license or certification that is listed as a requirement for special inspection categories requested.*

INSPECTOR'S SIGNATURE:
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